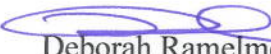


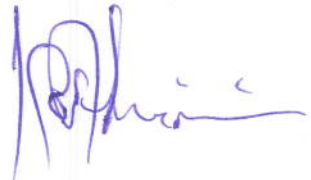
**DEPARTMENT OF HUMAN RESOURCES
SOCIAL SERVICES ADMINISTRATION
311 WEST SARATOGA STREET
BALTIMORE, MARYLAND 21201**

DATE: August 15, 2015

POLICY #: SSA-CW # 15-6

TO: Directors, Local Departments of Social Services
Assistant Directors, Services
Chiefs of Foster Care
Fiscal Officers

FROM:  Deborah Ramelmeier, Acting Executive Director
Social Services Administration

Margaret Hughes, Deputy Director
Budget & Finance 

RE: SFY 2015 Allocations for Time-Limited Reunification Services

PROGRAMS AFFECTED: Foster Care

ORIGINATING OFFICE: Office of Child Welfare Practice & Policy
Social Services Administration

ACTION REQUIRED OF: Foster Care Programs and Finance Officers

REQUIRED ACTION: Utilize, Monitor, and Report quarterly on the use of Promoting Safe and Stable Families Program Funds for Time-Limited Reunification Services.

ACTION DUE DATE: Immediately

CONTACT PERSON: Helene Hornum, Program Analyst
Social Services Administration
410-767-7247
helene.hornum@maryland.gov

PURPOSE

This Policy sets forth usage and reporting requirements for the Time-Limited Reunification Services funded through the Promoting Safe and Stable Families Program.

Please refer to information distributed by DHR's Budget office for your Time-Limited Reunification allocations.

If one half (1/2) of the local department's allocation is not spent by January 1, 2015, the remaining amount will be subject to reallocation to other local departments that are spending their Time-Limited Reunification funds. In addition, a local department that fails to submit their quarterly reports will risk reduction and reallocation of their remaining TLR funds to another local department.

Time-Limited Reunification services are **SERVICES PROVIDED** to a child that is removed from his or her home and placed in an out-of-home placement such as a foster family home or a child care institution. These services may be provided to the parents or primary caregiver of such a child in order to facilitate the reunification of the child safely and appropriately within a timely fashion, but these services may only be provided during the 15-month period that begins on the date that the child is considered to have entered care.

Public Law 112-34 has amended the definition of time-limited reunification services. It now also includes peer-to-peer mentoring, support groups for parents and primary caregivers, and services and activities to facilitate access to and visitation of children with parents and siblings.

GOALS:

- Reduce the length of stay in foster care
- Establish permanency for children through reunification with their families
- Improve the permanency plan of children in care

SERVICES PROVIDED:

The funds may be spent on the following services:

1. Individual, group and family counseling;
2. Inpatient, residential, or outpatient substance abuse treatment services;
3. Mental health services;
4. Assistance to address domestic violence;
5. Services designed to provide temporary child care and therapeutic services for families, including crisis nurseries;
6. Transportation to or from any of the services;
7. Peer-to-peer mentoring;

8. Support groups for parents and primary caregivers; and
9. Services and/or activities to facilitate access to and visitation of children with parents and siblings

REQUIREMENTS

Promoting Safe and Stable Families' funds cannot be combined with other grants or put into the Super Flex Fund account. A separate accounting must be maintained. The Department is required to report to the U.S. Department of Health and Human Services the amount of funds spent on each service of the Promoting Safe and Stable Families program.

A plan or proposal is not required if the funds are spent on any of the nine services shown above. The following services can be provided under Time-Limited Reunification general: aftercare services to reunify families; parenting classes; help in negotiating systems including the court and legal system; case management; intensive home-based casework; home-based therapy; family mediation; mentoring to parents; enhancing personal skills of family members, i.e., teaching anger/depression/anxiety management, self-criticism reduction, and how to handle frustration; enhancing interpersonal skills of family members, i.e., teaching conversational skills, assertiveness skills, listening skills, problem solving and negotiation, giving and accepting feedback, accepting "no" from others, accepting criticism, and displaying sensitivity to others. As stated above, Time-Limited Reunification services also includes peer-to-peer mentoring, support groups for parents and primary caregivers, and services and activities to facilitate access to and visitation of children with parents and siblings.

The number of families and children served, by service, must be submitted quarterly on the attached Promoting Safe and Stable Families Program Time-Limited Reunification Services Quarterly Program Report form (page 6 of 6). The expenditures reported on the quarterly reports must be reconciled to the Monthly 302 Report to ensure that reported data is consistent. **As stated above, a local department that fails to submit their quarterly reports will risk a reduction and reallocation of their TLR funds to another local department.** The report is to be submitted to Helene Hornum, Program Analyst, Office of Child Welfare Policy and Practice, Social Services Administration as follows:

Submission Dates

Periods Covered

October 17, 2014	July 1, 2014 – September 30, 2014
January 16, 2015	October 1, 2014 - December 31, 2014
April 17, 2015	January 1, 2015 – March 31, 2015
July 17, 2015	April 1, 2015 – June 30, 2015

The allocation for SFY 2015 and all expenditures for services rendered between July 1, 2014 and June 30, 2015 must be liquidated (service provided and paid for) by June 30, 2015. The FMIS reports and quarterly expenditure reporting will be used to monitor expenditures.

SSA will be closely monitoring the expenditures for each local department at the end of each quarter. As previously stated, if one-half (1/2) of the local department's allocation is not spent by January 1, 2015, the

remaining allocation of funds will be reallocated to other local departments that are spending their Time-Limited Reunification funds.

All contracts and purchase orders must follow COMAR Title 21 procurement regulations.

In order to track and report the use of these funds, please use the following charge codes:

- All child and family-specific expenses, should be requested through the Chessie Service Log choosing Category Code **4130** for “PSSF Time-Limited Reunification”.
- Any charges that are not child and family-specific, should use charge code PCA GC950, Project/Subproject number 0302.87, within the Child Welfare Services (N00G0003) program and the appropriate agency object for the purchase being made.

**PROMOTING SAFE AND STABLE FAMILIES PROGRAM
TIME-LIMITED REUNIFICATION
QUARTERLY PROGRAM REPORT for SFY 2015**

Local Department: _____
 Person Completing Form: _____
 Phone Number: _____
 Report Period: July 1, 2014 – September 30, 2014 _____ October 1, 2014 – December 31, 2014 _____
 January 1, 2015 – March 31, 2015 _____ April 1, 2015 – June 30, 2015 _____

Account Name	Account Number/ Project/Sub project/ Object	Expenditures Current Quarter	Expenditures Y-T-D	Obligated Funds to Date	Families Served Current Quarter	Children Served Current Quarter	Families Served Y-T-D	Children Served Y-T-D
TIME-LIMITED REUNIFICATION	GC950 0302.87 (non child and family- specific)							
	4130 (child and family- specific)							

Allocation	Mail or Fax the Report to:
Year-to-Date Expenditures	Helene Hornum
Remaining Balance	Social Services Administration
	311 W. Saratoga Street, 5 th Floor
	Baltimore, MD 21201
	Fax #: 410-333-6556